
WILTON, NEW HAMPSHIRE

LAND USE LAWS



SUBDIVISION PLAN REVIEW APPLICATION APPENDIX IX

(Amended December 16, 2009)

**PLANNING BOARD
TOWN OF WILTON, NH**

SUBDIVISION PLAN REVIEW APPLICATION
(Amended December 16, 2009)

PLANNING BOARD USE ONLY

<p>1) Applicant's name: _____ _____ Address: _____ _____ Tel. #: _____</p> <p>2) Owner of property: _____ _____ Land Owner's Address: _____ _____ Tel. #: _____</p> <p>3) Tax lot number(s) and street number: _____ _____</p> <p>4) Zoning district(s) property located in: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Residential & Agricultural <input type="checkbox"/> Industrial <input type="checkbox"/> Office Park <input type="checkbox"/> Aquifer <input type="checkbox"/> Watershed <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Plain</p>	<p><i>Plan File:</i> # _____ <i>Date application & Fees received:</i> ____/____/____ <i>Date abutters notified:</i> ____/____/____ <i>Date of newspaper notice:</i> ____/____/____ <i>Date and agenda number of scheduled meeting:</i> ____/____/____ Ag. # _____ <i>Date application accepted:</i> ____/____/____ <i>Conditions:</i> _____ _____</p> <p><i>Date written notice of approval-disapproval sent:</i> ____/____/____</p> <p><i>Date subdivision plans recorded in Registry of Deeds:</i> ____/____/____</p> <p>FEES PAID:</p> <p><i>Filing</i> \$ _____ <i>Date</i> ____/____/____ <i>Recording:</i> ____/____/____ <i>Date:</i> ____/____/____ <i>Desig.Rep.:</i> \$ _____ <i>Date:</i> ____/____/____ <i>Consulting:</i> \$ _____ <i>Date:</i> ____/____/____</p>
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APPENDIX IX - SUBDIVISION PLAN REVIEW APPLICATION

- 5) General location of property: _____

- 6) Road frontage of property: _____
- 7) Description of the proposed subdivision, cluster, or other development (e.g., number of lots, acreage, intended use, etc.):

- 8) Attach a listing of the names and addresses of all abutters as listed in Town records not more than five (5) days prior to filing date of application. List to include all abutters directly across roadways and streams, the owner of the property or representative ***as well as all professional engineers, architects, land surveyors, or soil/wetland scientists whose professional seal appears on the subdivision plan.*** In addition three sets of mailing labels shall be provided by the applicant. (See RSA 672:3 and Wilton Zoning Ordinance 4.9)
- 9) This application will be reviewed by the Designated Representative of the Wilton Planning Board and where found to conform to the requirements of the Town's Land Use Laws and Regulations will be signed by the representative prior to submission. Thereafter, it will be scheduled for presentation at an official public hearing of the Planning Board. The date and agenda number of this meeting will be sent to the Applicant along with abutter notifications.
- 10) **This application must be signed by the owners of all lots involved in the application.**

The information contained in this application is complete and true to the best of my knowledge. I approve the submission of this application. If an Agent/Owner Representative is named below, the person named there has my permission to represent me before the Wilton Planning Board. I authorize the Agent/Owner Representative to submit this application and to speak before the Planning Board on my behalf. (A separate signed letter is also acceptable.)

Signature of Owner _____ Date _____

11) Agent/Owner Representative

Fill out this section if the application is being submitted by a realtor, surveyor, engineer, attorney, etc., on behalf of the actual owner or applicant.

Name _____
Mailing Address _____
Town, State, ZIP _____
Email Address _____

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- 12) Required application fees are due and payable at the time the application is filed with Planning Board Clerk: *(See Application Fee Schedule Appendix III to determine applicable rates) (Amended Dec. 2009)*

A) General Application Submission Fees: *(as required per application)*

- 1) Legal Notice \$ _____
- 2) Abutter Notification
_____ # of abutters (see item 8) x \$ _____ /abutter = \$ _____
- 3) NRPC Escrow \$ _____ (Separate check)

Additional Fees to be paid by the applicant during the application process

- 4) Consultant Escrow (To be determined by the Board)
- 5) Digital Data Submission Fee (To be determined and paid at the time of approval)
- 6) Recording Fee (To be determined and paid at the time of approval)

B) Subdivision Application fee: (check applicable box(s); enter fee)

- 1) ☐ Subdivision Pre-Application Consultation \$ _____
- 2) ☐ Subdivision Voluntary Merger \$ _____
- 3) ☐ Subdivision Lot Line Adjustment/line adjusted
_____ # lines x \$ _____ fee/line = \$ _____
- 4) ☐ Subdivision Condo Conversions
_____ # units x \$ _____ fee/unit = \$ _____
- 5) ☐ All other Subdivisions including Cluster
_____ # lots/units x \$ _____ fee/lot or unit = \$ _____

Total Fees: \$ _____

As the owner or duly authorized Agent/Owner Representative for the owner of the property, I do hereby submit this plan for review as required by the Town of Wilton Land Use Regulations. I agree to be fully responsible for payment of all fees, costs and expenses including fees for professional consultant reviews deemed necessary by the Planning Board incurred with respect to this application.

Signature: _____ Date: ____/____/____
Owner/Agent/Owner Representative

Signature: _____ Date: ____/____/____
Wilton Planning Board Designated Representative

Signature: _____ Date: ____/____/____
Planning Board Clerk

**PLANNING BOARD
TOWN OF WILTON, NH**

SUBDIVISION PLAN REVIEW CHECKLIST

I. PLAT STANDARDS

<u>Y</u>	<u>N</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- 6 copies of the preliminary plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Subdivision name.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Purpose of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Name and address of owner of record.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Name and address of the subdivider and engineer/surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Date plans first drafted.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Tax map and lot number(s), and total acreage of parcel(s) being subdivided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Zoning districts within which the subdivision is located.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signature of the owner or his/her designated representative.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a land surveyor licensed in the State of NH.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a professional engineer licensed in the State of NH (where required for engineering designs).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Seal and signature of a certified soil scientist or the SCS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Horizontal scale a minimum of 1"=100' (1"=50' preferred).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Vertical scale not to exceed 1"=40'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Signature block in lower right corner above title.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locus map at a scale of 1"=1000'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Bar scale for the plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Magnetic and true north.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Revision block.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Notes section for plan information.

II. ABUTTING PROPERTY INFORMATION

<u>Y</u>	<u>N</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Tax map and lot numbers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Names and addresses of the owners of record as indicated in Town records not more than five (5) days before the date of filing.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of property lines and their approximate dimensions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Names and locations of abutting subdivisions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Names, locations and dimensions of existing streets, easements and alleys.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Names, locations and dimensions of abutting parks and open space.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations and dimensions of setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing buildings within 100 feet of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing septic system leach fields within 100 feet of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Road or driveway intersections within 200 feet of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____

Sheet 1 of 3 Continued >

III. SUBDIVISION INFORMATION

<u>Y</u>	<u>N</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations, bearings and distances of property lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations permanent boundary markers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Length of frontage on a public ROW.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Area of proposed lots - wet, dry and total.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Existing and proposed topography for entire parcel - contour intervals not to exceed 5 feet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Location of the 100 year floodplain.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Zoning district boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Soil boundaries and types as certified by a registered engineer, certified soil scientist or SCS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- High intensity soil survey, if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of all water bodies, watercourses, wetlands, rock/ledge outcrops or other significant natural features.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of any proposed dredge and/or fill areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations and dimensions of existing and proposed easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations and dimensions of buildings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of soil test pits accompanied by test pit and perc test data.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing and proposed water, sewer and drainage systems.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of proposed wells and protective well radii.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of the 4,000 square foot septic reserve areas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of existing and proposed utility lines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations, names, widths and profiles of existing and proposed street and highways showing grades, radii, culverts and drains, and bridge designs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Proposed driveway locations with note that relocation requires approval of the Board.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Locations of parcels to be dedicated to public use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Temporary and permanent erosion and sedimentation controls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____

Sheet 2 of 3 Continued >

IV. SUPPORTING INFORMATION

<u>Y</u>	<u>N</u>	<u>NA</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Letter from water commission certifying availability and intent to provide service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Letter from sewer commission certifying availability and intent to provide service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Letter from the Fire Chief certifying adequate water for fire protection and access for emergency vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Drainage calculations based on a 25 year storm frequency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Legal documents for all proposed easements, restricted covenants or other documents affecting legal title of the property.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- If the proposed subdivision covers only a portion of the entire tract, a statement concerning the intended future use of the remainder.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- NH Water Supply and Pollution Control Division Subdivision Septic Approval Permit number.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- NH Wetlands Board Dredge and Fill Approval Permit number and Army Corps of Engineers Dredge and Fill approval, if required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- NH Water Supply and Pollution Control Division Site Specific Permit.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- NH Department of Transportation Curb-Cut Approval Permit number and/or a letter of approval from the Wilton Road Agent.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- A line drawing plan of the subdivision drawn to scale of the tax map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Other _____

Sheet 3 of 3 End

CAVEAT LOT CONSOLIDATION

In Accordance with **NH RSA 674:39-a, Voluntary Merger**, and section **3.2.6, Minor Subdivisions**, of the **Town of Wilton, NH Subdivision Regulations**, the following shall apply for any owner(s) of two (2) or more contiguous pre-existing approved or subdivided lots or parcels who wish to merge (consolidate) them for municipal regulation and taxation purposes.

All lot consolidations shall comply with the current Wilton Zoning Ordinance and Subdivision Regulations. Copies of this form with original signatures of the owner(s) and Planning Board or its designee shall be filed for recording at the Hillsborough County Registry of Deeds (HCRD) and submitted to the Town of Wilton Assessor. **The landowner(s) shall also present the Planning Board or its designee a legal copy of the deed(s) describing the subject lots and a signed and notarized, written statement that the lots being consolidated are not subject to separate mortgages or other encumbrances.**

** A copy of the "Caveat Lot Consolidation" form may be found on last page of the Wilton Subdivision Regulations.

*** TYPE AND SIGN IN PERMANENT BLACK INK ***

The undersigned, (Type)

Name _____

Name _____,

with a legal address at,

Address _____

Address _____

_____,

_____,

hereby acknowledges ownership of the following _____ (#) contiguous (abutting) parcels of land known as Assessor's Map # _____, Lot # _____, Map # _____, Lot # _____, Map # _____, Lot # _____, acquired by deed(s) recorded at Hillsborough County Registry of Deeds (HCRD) in Book(s) # _____, Page(s) # _____, Book(s) # _____, Page(s) # _____, Book(s) # _____, Page(s) # _____.

Henceforth, the above _____ (#) parcels of land shall, for all purposes be considered a single lot and shall be assigned a single tax map and lot number and shall not be sold separately or any other divided interest be conveyed except with the prior approval of the Wilton Planning Board in accordance with its duly adopted subdivision regulations.

Signed this _____ day _____ of _____.

Owner Signature _____

Witness _____

(Type Name) _____

(Type Name) _____

Owner Signature _____

Witness _____

(Type Name) _____

(Type Name) _____

STATE OF NEW HAMPSHIRE, HILLSBOROUGH, SS

Personally appeared the above named individual(s) and acknowledged that the foregoing instrument was His/Her/Their free act and deed, before me this _____ day of _____, 20____.

Notary Public/Justice of the Peace

My Commission Expires: _____

WILTON PLANNING BOARD ENDORSEMENT

_____, **Planning Board or Designee.** Date signed: ____/____/____.

(Type Name) _____

☐ **RECEIVED: Check to "Hillsborough County Registry of Deeds" as set in Appendix III Fee Schedule**

HCRD # _____/Date ____/____/____.